

This form is intended for OPC members in good standing who are applying for a Leave of Absence. OPC members may, upon approval from OPC, take a Leave of Absence that is effective for OPC's **current membership year only**.

IMPORTANT REFERENCES - More information on Leave of Absences & Reinstatement requirements can be found in the link ~ [OPC Governance Policies and Procedures Manual](#) ~ from the OPC website / About OPC. *Please review before submitting Leave of Absence Application.*

First Name: _____ Last Name: _____

Designation: _____ Cert/Reg # (if applicable): _____

Phone Number: _____ Work Phone: _____

Address: _____

City: _____ Province/State: _____ Postal Code/Zip: _____

Email: _____

I hereby acknowledge that the email address that I have provided to OPC may be used for communication purposes as long as I am a member of OPC (if no choice is selected, it is automatically deemed that you agree).

Agree Disagree

Leave of Absence Information:

Year Leave of Absence being applied for: (calendar year) _____

Prior to the year being applied for, how many years have you been Inactive? _____

Expected date of return to practice: _____

Type of Leave:

Maternity and Parental Leave Personal Emergency Leave Family Medical Leave Other (explain):

Supporting Documentation:

Please provide documentation to support your application. This would be any documentation that was provided in order to be approved for Employment Insurance, or a letter from your employer confirming your leave of absence from work.

OPC LEAVE of ABSENCE POLICY

PURPOSE:

OPC members may consider taking a leave of absence (“LOA”) from their membership obligations within Orthotics Prosthetics Canada. The purpose of this policy is to set out the conditions and the administrative requirements of requesting a LOA.

For the purposes of this policy, the definition of “Leave of Absence” shall be construed on a case by case basis in accordance with the laws, regulations and employment standards found within each OPC member's province of work and the laws of Canada applicable therein.

Each Province and/or Territory within Canada may have its own unique set of employment standards and regulations dealing with leaves of absence.

For further clarity, the reference to any applicable Provincial/Territorial legislation or regulations shall be only for the purpose of defining the types of leave that qualify for an absence. All other terms and conditions of the LOA shall be determined in the sole and absolute discretion of OPC. There shall be no payment of any monetary benefits while on a LOA from OPC.

POLICY:

OPC shall grant members upon request, leave of absence in accordance with provincial and federal laws governing leaves of absence including but not limited to such things as pregnancy, parental leave, personal emergency leave, and family medical leave.

Any OPC member who is registered with OPC may request a LOA. Students and Associates are not eligible for a LOA.

While on a LOA, OPC members are considered Inactive and shall not practice as OPC certified or registered members. Individuals with inactive member status are not permitted to use the registered trademark credential of the Corporation in order to receive remuneration working in any capacity in the orthotic and prosthetic profession. If an inactive member has been found in breach of their inactive status, the Corporation has the right to revoke the use of the registered trademark credential of the Corporation after their name and require the member to deliver up his/her credential certificate.

The member is required to inform OPC of their intention to return to full membership in writing, notification and fees, or on a later date indicated by the member. accompanied by full payment of fees for the current year. Reactivation will start upon receipt of notification and fees, or on a later date indicated by the member.

While on LOA members will still be required to obtain MCE credits. Members shall be subject to the bylaws of OPC, including the OPC Code of Ethics, while on a LOA.

The names of the inactive members will not be listed in the public Find A Professional directory.

PROCESS:

To apply for a LOA, the OPC member must complete all applicable forms required by OPC.

OPC staff shall provide written confirmation that the LOA is in effect only after all applicable forms have been submitted and all applicable fees have been paid to OPC.

After the request for a LOA has been accepted, the leave shall be effective for the OPC's fiscal year only. If an OPC member wishes to take a LOA for longer than one year, the member must re-apply before the start of each fiscal year.

When a LOA is completed part way through a fiscal year, OPC shall prorate fees to the nearest quarter.

MCE requirements continue to be in effect and the member is responsible for abiding by the MCE requirements appropriate for the member category.

If a member decides to return to work from a LOA earlier than expected, then this request must be made to OPC and full fees need to be paid. In addition, the OPC member needs to meet all other renewal requirements as determined by the OPC Board of Directors, including completion of Mandatory Continuing Education credits.

DECLARATION:

I have read, understand and will abide by the above policies regarding Leave of Absence and becoming an Inactive members of OPC.

X _____
Signature

Date (D/M/Y)